

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**July 5, 2018**  
**6:30 PM**

**Call to Order**

President Lopez called the July 5, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:30 pm.

**Pledge of Allegiance**

President Lopez led all those present in the Pledge of Allegiance.

**Roll Call**

Present:

President Mike Lopez

Trustees Kathy DeHart, Brian Hendricks, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Absent:

Trustee Shirley Johnson

**Approval of Minutes**

**June 21, 2018 Regular Meeting Minutes**

A motion was made by Trustee DeHart to approve the Minutes of the June 21, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**June 7, 2018 Executive Session Minutes**

A motion was made by Trustee Tripp to approve the Minutes of the June 7, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Tripp, President Lopez

Present: Trustee Hendricks

The motion carried.

### **Approval of Warrant List 19-05**

Treasurer Roth noted that Warrant List 19-05 dated July 5, 2018 totaled \$50,286.51 and that of this amount \$26,648.97 will be paid from the Water Fund and the remaining \$23,637.54 will be paid from the General Revenue Fund.

Trustee Lael questioned the bill from CWLP for repair of the water main at Jerome and Fillmore because of the number of trucks and man hours charged. It was noted that in the future a Public Works staff member should be on hand to document each repair.

Trustee Tripp noted the high cost of repairs to the backhoe and that estimates for the repairs did not include labor. From now on, when getting estimates the cost of parts and labor will specifically be requested.

A motion was made by Trustee Hendricks to approve Warrant List 19-05 dated July 5, 2018 for a total of \$50,286.51. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

### **Visitors Acknowledgement**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:38 pm.

There were no visitor comments and this portion of the meeting closed at 6:39 pm.

### **Reports from Village Departments**

#### **A. Public Health**

President Lopez reported the following:

- The food handling license for the July 4<sup>th</sup> celebration came on Monday.
- Trustee Johnson is working with the Sangamon County Department of Public Health on some violation cases in the Village.
- Trustee Johnson will check with Shop 'n Save one more time to see if they can commit to providing flu shots at the Health Fair in the fall. If not, she will work with the Sangamon County Department of Public Health to provide the shots.
- The annual Animal Control Agreement with the Sangamon County Department of Public Health was received and will be on the next meeting agenda for approval.

#### **B. Public Works**

Trustee Tripp reported the following:

- Because the Public Works Department employees are new and did not receive training and do not have historical knowledge regarding the working of the department, there have been some glitches. However, overall the department is running smoothly and everyone is working very hard.
- The backhoe is back from being repaired although there still are some issues with it.
- Scotty has a lot of knowledge about road repairs. He and Terry fixed the road at Iles and Leonard and a culvert across the street. Both projects have been needed for some time.

### **C. Public Property**

Trustee DeHart reported the following:

- The Public Works staff trimmed trees and shrubs between the Police Department and the Library.
- The Public Works staff also repaired some boards on the Library ramp.
- There was an open house at the Library on July 4<sup>th</sup>. Four families stopped in and checked out books.

### **D. Building & Zoning**

Trustee Lael had no report.

### **E. Public Safety**

President Lopez reported the following:

- Staffing over the next 60 days has been scheduled utilizing part-time officers to cover vacation time being taken.
- Security camera installation will resume once the temperature cools.
- He has asked that the lights be left on at night in the parking lot between the Civic Center and the Police Station.

### **F. Water Department**

Trustee Hendricks reported the following:

- He followed up with Justin Conaway from Midwest Meter, Inc. after his presentation at the last Board meeting and requested a cost estimate per smart water meter. Justin provided an estimate of between \$220 and \$270 per meter depending on whether a meter base is needed.

President Lopez noted that the Village of New Berlin converted to smart water meters and has seen improvements in meter readings.

### **G. Village Treasurer**

Treasurer Roth reported the following:

- It is too early in the month to have received any revenues for July.
- Checks for the June 21<sup>st</sup> warrants were mailed out right after that meeting and we met payroll for June 29<sup>th</sup>.
- Checks will be mailed out following this meeting.
- The full amount for June was transferred into the 1% account.
- The Vehicle Fund reimbursed the General Revenue Fund approximately \$5,200 for a mis-posting of a deposit going back to August 2016.
- Treasurer Roth and Trustee Lael looked into a matter with the Illinois Department of Revenue (IDR) regarding the sales tax amount charged by Napa and Advanced Auto. It was determined that Napa was charging the Springfield tax rate. This has been corrected. IDR is supposed to get with the business that took over at Advanced Auto to make sure they are charging the correct amount. Any overpayment reverts to the State. Treasurer Roth will verify that all businesses on the list from IDR is complete. Once confirmed, he will send a letter to each business stating the amount of sales tax they should be charging.
- He heard from the auditors today. Everything went smoothly with the audit and a draft report should be available at the first Board meeting in August.

## **H. Village Clerk**

Clerk Wheeland reported the following:

- The annual letter from IDOT confirming their continued financial responsibility for 50% of the cost of maintenance and energy charges for the stoplight at Leonard Street and Wabash Avenue was received. Last year the Village recouped about \$300 in electrical costs for the stoplight. A bill will be sent by the end of July for this past year.
- A draft of the Summer bulletin will be sent to Trustees for review next week.
- Every ten years the Village must confirm residential addresses in Jerome for the U.S. Census Bureau. Clerk Wheeland has been working on this project for several months and it should be wrapped up soon.
- She and President Lopez attended a liquor license workshop sponsored by the Illinois Municipal League last week. It was informative.

## **I. Village Attorney**

Attorney Brokaw had no report.

## **J. Village President**

President Lopez reported the following:

- He asked Trustees to closely review the Treasurer's financial reports and pay close attention to expenses.
- He thanked everyone who helped with the July 4<sup>th</sup> parade and celebration. It was a good time and went well.
- He also thanked those who made cash donations to the July 4<sup>th</sup> events.
- At the next Board meeting he will start planning for the Halloween Party.

## **Old Business**

### **A. Update on Phone Equipment Replacement**

Treasurer Roth reported the following:

- The new phone system is functioning correctly.
- We will be getting a refund from Comcast although he has not been told the final amount.
- Comcast has claimed that two pieces of equipment from their first system are missing but the technicians replacing that system took all the equipment from the office.
- The equipment from the Police Station was not taken, however, and is boxed for pickup.
- The most recent Windstream bill still shows an approximate \$300 credit. We are still waiting for the \$1,000 credit, although this may take a couple months.
- He is still working with AT&T to on the problem connected with the Public Works cellphone. A change was made to the account earlier in the year and it appears the bill is being paid, although the Village is not paying it. Who is paying the bill has not been explained. Treasurer Roth suggested that the cellphone is no longer needed because the Public Works Supervisor has calls forwarded to his personal phone anyway. Calls could be forwarded from the direct phone line to the garage.

Trustee DeHart asked if phone and WiFi service could be installed in the Library. The Library volunteers feel that having a phone is important when they are working open so residents can call and they can be reached by emergency personnel. Some residents have requested the WiFi for computer use.

Treasurer Roth indicated these services could be provided.

**B. Discussion and Approval of Civic Center Rental Procedures and Rates and Related Ordinance 19-02**

This item was tabled.

**C. Discussion of Changing Weight Limits for Waste Disposal Vehicles**

President Lopez said he will be talking with the City of Springfield regarding problems with waste disposal vehicles as they are also wanting to address similar issues.

Trustee Lael said he heard a commercial garbage pickup at 5:30 this morning, in violation of Village Ordinance.

**D. Discussion and Approval of Updated Personnel Manual**

Treasurer Roth noted that a revised Personnel Manual had been sent to Board members on Monday with changes suggested by Attorney Brokaw and Clerk Wheeland. He had received no comments from Board members on the changes. He suggested that in the future a dress code section should be added.

A motion was made by Trustee DeHart to approve the updated Personnel Manual. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**E. Discussion and Approval of Awarding Contract for Installation of Smart Water Meters along Wabash Avenue**

This item was tabled and will be discussed at the next meeting.

Trustee Tripp made clear that the discussion should be in two parts – regarding the replacement of water meters at businesses along Wabash Avenue where there is a safety concern with reading the meters and the replacement of residential meters.

It was also noted that written confirmation should be obtained that the smart meter software will be compatible with the LOCIS software used by the Village Water Department.

**F. Discussion and Approval of Ordinance 19-XX an Ordinance Renewing an Existing Franchise Agreement with Ameren Illinois**

Attorney Brokaw reported that he and Clerk Wheeland are still working with Ameren to get a list of premises. Ameren makes only one franchise payment a year so there is no need to rush into this agreement. The numbers need to be correct.

**G. Discussion and Approval of Replacing the Fire Hydrant at 1620 Reed Avenue**

President Lopez reported that he has not received an agreement from the City of Springfield yet regarding the replacement of this fire hydrant.

#### **H. Discussion and Approval of Ordinance 19-04 Creating a Restaurant Class of Liquor License**

Attorney Brokaw explained that Ordinance 19-04 creates a new class of liquor license for restaurants which requires at least 60% of revenues to be from the sale of food and beverages. This addresses the desire to have more restaurants in the Village while avoiding more gaming parlors. The holder of a restaurant liquor license could be required to present evidence that they meet the 60% requirement.

A motion was made by Trustee Lael to approve Ordinance 19-04 creating a restaurant class of liquor license. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

#### **New Business**

##### **A. Discussion and Approval of Stipend for Terence Mays**

Trustee Tripp stated that the proposed stipend was for the time Terry Mays was the only employee in the Public Works Department and effectively took on the supervisor's duties.

A motion was made by Trustee Tripp to approve a \$200 stipend for Terence Mays for the time period when he was the only Public Works employee. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

##### **B. Discussion and Approval of Modifying Robert Clark's Conditions of Employment**

Trustee Tripp explained that one condition of Robert "Scotty" Clark's employment is for him to obtain a CDL license within 30 days. Because of extenuating circumstances and the fact that the rules have changed and after passing the CDL license test a two-week permit is now issued before the license, Mr. Clark has asked for an extension of the time frame to meet this condition.

A motion was made by Trustee Tripp to approve modifying Scotty's conditions of employment to extend the period for him to obtain a CDL license to 60 days. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**C. Discussion and Approval of Resolution 19-05 Authorizing the Release of Executive Session Minutes**

Attorney Brokaw explained that all Board members had reviewed the Executive Session minutes and he had reviewed and approved the minutes that were selected for release.

A motion was made by Trustee Hendricks to approve Resolution 19-05 authorizing the release of executive session minutes. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**D. Discussion and Approval of Ordinance 19-05 Prohibiting Livestock in the Village**

Attorney Brokaw explained that although the Zoning Ordinance prohibits livestock in the Village, adding this provision to the Village Code of Ordinances will make a violation enforceable under the nuisance section.

Trustee Lael asked that beehives be added. This can be done at a later time.

A motion was made by Trustee Lael to approve Ordinance 19-05 prohibiting livestock in the Village. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**E. Discussion and Approval of Ordinance 19-06 Authorizing the Disposal of Surplus Property**

Attorney Brokaw explained that an ordinance is required to dispose of any surplus Village property.

A motion was made by Trustee Hendricks to approve Ordinance 19-06 authorizing the disposal of surplus property. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried.

**Executive Session**

The Board did not go into Executive Session.

**Adjournment**

A motion was made by Trustee Lael to adjourn the meeting. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp

The motion carried and the meeting adjourned at 7:41 pm.

*Linda Wheeland*

Linda Wheeland, Village Clerk

*July 19, 2018*

Dated